

Source documents

QUESTION 1 (SOURCE DOCUMENTS)

Name the source document used to record the following transactions:

a	The owner increases his capital contribution.	
b	Cash for services rendered.	
c	Receive trading stock of R40 and pay out of petty cash.	
d	Take the total cash received for the day to the bank.	
e	The owner withdraws money for his own use.	
f	Cash sales.	
g	Payment to employee.	
h	Rent income cash received.	
i	Electronic transfer from a client in settlement of his account.	
j	Electronic transfer to pay insurance.	

QUESTION 2 (SOURCE DOCUMENTS)

Identify the journal where each of the source documents will be recorded and indicate whether the bank account will be debited or credited.

		Subsidiary journal	Bank account
a	Bank statement: Bank charges		
b	EFT for payment of rent.		
c	Duplicate receipt for rent received.		
d	EFT payment into the bank account of the business for commission received.		
e	Cash register roll for services rendered.		
f	Sales paid by a debit card.		
g	Direct deposit by a debtor to pay his account.		
h	Sales paid by a credit card.		
i	Purchases paid by a debit card.		
j	EFT to pay the telephone account.		

QUESTION 3 (SOURCE DOCUMENTS)

Identify the journal where each of the source documents will be recorded and indicate the account debited or credited.

		Journal	Account debited	Account credited
a	Bank statement: Direct deposit by a client to pay his account.			
b	Cash register roll for cash sales.			
c	EFT payment to purchase trading stock.			
d	EFT to pay a creditor.			
e	Duplicate invoice issued to a debtor.			
e	Withdraw cash to pay wages.			
f	Cash register roll for services rendered.			
g	Invoice received for cash purchases.			
h	Credit note issued for goods returned.			
i	Credit note received for goods returned.			
j	Duplicate receipt issued to a debtor.			

QUESTION 4 (SOURCE DOCUMENTS)

Name the source document used to record the following transactions:

a	The owner withdrew money for his personal use R2 000.	
b	Cash for services rendered.	
c	Withdraw cash to pay wages.	
d	Take the total cash received for the day to the bank.	
e	The owner paid R10 000 in the bank account as a direct deposit.	
f	Cash sales.	
g	Pay the insurance with a debit order.	
h	Commission received in cash.	
i	Cash received from a client in settlement of his account.	
j	Purchased stationery for R40 and pay out of petty cash.	

QUESTION 5 (SOURCE DOCUMENTS)

Match the description in column B with the source document in column A. Only show the letter of the alphabet.

COLUMN A		ANSWER	COLUMN B	
1	Cash register roll		a	Invoice issued for goods sales.
2	Receipt		b	Pay wages out of petty cash.
3	Duplicate invoice		c	Invoice received for goods purchased.
4	Original invoice		d	Issued for goods returned.
5	Bank statement		e	Received for goods returned.
6	Petty cash voucher		f	Are used when services are rendered for cash.
7	Credit note issued		g	Are used for electronic transfers.
8	Credit note received		h	Used when a client pays his account.

QUESTION 6 (SOURCE DOCUMENTS)

1. Name and explain four methods that clients can use to pay for services rendered.

2. Name and explain three methods that can be used by a business to pay for the purchase of equipment.

3. When will a business issue a receipt?

QUESTION 7 (SOURCE DOCUMENTS)

You spent a day with your mother for a doctor's appointments and shopping. She received various documents during the day and because you were curious you asked her why the documents were issued and what the purpose of the documents were for you mother and for the business.

Answer the following questions on documents she received during the day:

- What is the document called your mother received.
- Purpose of this document for your mother.
- Purpose of this document for the business issuing the document.
- In which subsidiary journal of the business will the document be recorded.

1. When you went to the doctor, your mother paid R120 to the receptionist because the medical fund did not cover the total cost.

Document received:	
Purpose: Mother	
Purpose: Doctor	
Journal:	

2. Your mother paid cash for purchases at the local super market.

Document received:	
Purpose: Mother	
Purpose: Shop	
Journal:	

3. At the bank your mother asked for a copy of her bank account.

Document received:	
Purpose: Mother	
Purpose: Bank	

4. Your mother decided to deposit money in her bank account.

Document received:	
Purpose: Mother	
Purpose: Bank	

5. At the boutique your mother bought clothes for herself on credit.

Document received:	
Purpose: Mother	
Purpose: Shop	
Journal:	

QUESTION 8 (SOURCE DOCUMENTS)

Accountants2be is a business that presents accounting on the internet. Visual recordings are made explaining all topics discussed in school about accounting.

The following information about accountants2be for May 2024 is available.

May 13	Cash invoice 258 for R1 000 was issued to L. Cloete for registration to the Accountants2be website.
May 26	EFT for R800 was issued to the PRETOR to pay the rent.
May 29	Receipt 108 for R3 000 was issued to L. Roux for registration of two grade 9 learners to the Accountants2be website.

INVOICE

- 1.1 Complete the invoice.

 ACCOUNTANTS2BE ACCELERATE YOUR SKILLS		INVOICE	
From: Accountants2Be 200 Accountant Street Pretoria 0001 (012) 1234567		Date _____ Invoice Nr _____	
To:			
Description	Quantity	Amount	
Total			

- 1.2 Indicate which account will be debited, and which account will be credited in the general ledger for the above transaction:

Account debited:
Account credited:

- 1.3 Indicate how the transaction will affect the accounting equation.

Assets	Equity	Liabilities

- 1.4 Name ONE reason why a cash invoice was issued.

PAYMENT OF RENT WITH AN EFT.

- 2.1 Indicate in which subsidiary journal the transaction will be recorded when an EFT payment is made by the accountant of Accountants2be.

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- 2.2 Indicate which account is debited and credited when the transaction is recorded in the general ledger.

Accountant debited:
Accountant credited:

- 2.3 What is the purpose of an EFT? How is the payment with an EFT recorded?

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RECEIPT

- 3 Complete the following questions on the source document used on 29 May 2024 by Accountants2be for the transaction.

- 3.1 Complete the receipt:

		RECEIPT	
Date			Receipt Nr.
Received			
From			
The sum of			
	Amount		
Payment for			
Accountants2Be		Paid per [] Cash	
200 Accountant Street Pretoria 0001 (012) 1234567		[] Credit Card	
info@accountants2be.co.za		Signature	

- 3.2 Indicate the subsidiary journal where this transaction will be recorded by the bookkeeper of Accountants2be.

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- 3.3 Indicate which account will be debited, and which account will be credited in the general ledger for the transaction:

Account debited:
Account credited:

- 3.4 Questions on the receipt:

- 3.4.1 Who must sign the receipt.

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- 3.4.2 Explain why the amount received must be written in both in words and in figures on the receipt.

- 3.4.3 Give a reason why the reason for the payment received be on the receipt.

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